Dear CPS Families:

We’d like to thank you for your patience over the last several days while we worked to make adjustments to our alternative learning model and address the extension of time away from school.

Our first priority, during this time of great uncertainty, is the health and well-being of our students and families. Based on that commitment, the plan purposefully limits what we are asking of students and sets specific schedules for learning and communications from teachers. Learning will continue. For as long as we are out, alternative methods of instruction will remain in place. It will look different from traditional methods of instruction, and we remain committed to helping students continue to learn. We believe this moment in time should not negatively impact a student’s future endeavors. Our plan reflects that belief. Learning will be focused on review, reinforcement, and enrichment.

We have added additional information regarding our plan to our website: [www.cpsk12.org/COVID19](http://www.cpsk12.org/COVID19). A FAQ for families and students is also available.

Below is an outline of the basic elements of our plan that begins on Wednesday, April 8. Today and tomorrow will be used by teachers and curriculum coordinators to fine tune work available online and determine current academic status for students.

**Elementary School**

- Additional paper learning packets are being prepared and will be mailed home.
- 5th graders, who have iPads, will transition to paper packets. They may still use their iPads for supplemental learning and access to resources.
- Students are encouraged to alternate learning days. For example, math one day and reading the next.
- Teachers will hold office hours daily for students if they need additional assistance.
- Teachers will provide feedback, but grades will not be assigned.
- Mass communications from teachers and schools will follow a schedule:
  - Monday: emails from the classroom teacher
  - Tuesday: emails from specials teachers/counselors/home-school communicators
  - Wednesday: emails from the classroom teacher
  - Thursday: Updates from building principal/school
  - Friday: emails from the classroom teacher

**Middle School & High School**

- Learning opportunities will be provided for all students through the end of the school year and will include teacher interaction and feedback.
- Learning will be standardized by course/subject area.
- Each subject area will be assigned a day of the week for instruction and related mass communications.
  - Monday: Math, Fine Arts, and English Learners
Tuesday: Language Arts, PE/Health, Gifted Education and AVID

Wednesday: Science, Practical Arts, Career Center, and Special Education District Classrooms

Thursday: Social Studies, World Languages, and Special Education Non-Core Content Areas (Skills for Success, AC Lab, Resource, Work Block, Work Exploration as they apply for your student)

Friday: Fun Day, Club Day (A time when clubs, athletics, and activities can check-in)

- Teachers will continue to hold regular office hours for students.
- No letter grades will be reported for Spring Semester 2020. Student performance in a course will be reported using a mark of P (pass) or IC (incomplete).
- Determinations for P or IC will be made based on the Interim Progress Report (IPR) reported March 10, 2020. An IPR score of 60% or higher is a P, otherwise, an IC. Neither mark will have any effect on a student’s GPA. (AP and Dual Credit please review additional information below.)
- If a student has not passed the course prior to April 1, 2020, the student has the remainder of the semester to reach a status of passing, with the support of the teacher and school.

**Advanced Placement (AP) & Dual Credit**

- AP and Dual Credit courses will offer college course completion and AP test preparation through the end of the school year.
- For students enrolled to earn college credit for year-long courses with a fall and/or spring semester Dual Credit option:
  - The second semester mark for CPS will be a P or No Credit (NC).
  - A letter grade will be determined to report to the college, using the average of the first semester grade and a second semester “grade,” which should include the completion of work necessary to earn college credit.
- For students enrolled to earn college credit for semester Dual Credit courses:
  - The second semester mark for CPS will be a P or NC.
  - A letter grade will be determined to report to the college or university based on the work done in the semester prior to closure and should include the completion work necessary to earn college credit.

Your student’s school and teacher(s) will be available if you have additional questions about the learning plans. Additionally, please check the information and resources we’ve made available on our website at www.cpsk12.org/COVID19.

Thank you for being wonderful partners with us. Thank you for working with us so children still have opportunities to learn. More than anything, thank you for being our partner in prioritizing the health and well-being of our families.
Elementary Education
Alternative Learning Frequently Asked Questions

When do you expect our students will return to school?
CPS will continue to follow local and state restrictions and will keep you updated as pertinent information on this topic becomes available.

What can I expect from School/Teacher communication with our family?
Your child’s teacher will be contacting families through multiple avenues, but most frequently, by phone and/or email. The goal of this communication is to ensure that your child, and your family, continue to feel connected to CPS, and the school. This way, we know you are all safe and well! You will hear from your classroom teacher frequently. You will hear from specialist teachers (art, music, PE, school counselor, etc.) on Tuesdays if they have information to share. Your building principal will send updates each Thursday.

How do I get the next set of learning packets sent to my elementary child?
All teachers/buildings, grades PK-5, will be utilizing learning packets as the main form of instruction. Through regular check-ins with students, teachers will inform their building administrator of those students that are ready for the next learning packet, and those packets will be mailed directly to your home.

What options do I have to support my elementary child’s learning beyond the packets that are sent to families?
Above all, we want our teachers staying connected to families during this time. They will be available to offer support, guidance for packet work, and a friendly face to keep students connected. You will also be able to obtain activities for enrichment ideas on the COVID-19 website: www.cpsk12.org/COVID19.

What about my 5th grade student? Will he/she move to instructional packets?
Yes. We are asking all teachers to move to packets for instruction. These packets are based on the Missouri Learning Standards and will ensure there is standardization and continuity in learning for all CPS families.

My 5th grader has his/her iPad. How can he/she utilize it for learning?
Your child is encouraged to use ConnectEd for math review, ST math, and other online reading resources enriched learning opportunities. No new learning will be added to Schoology.
What about the Missouri Learning Standards my child is missing right now?
CPS Curriculum Coordinators will generate a list of Missouri Learning Standards that were missed in each subject area. These standards will be integrated into the standards being taught next fall.

My child would like to participate in Zoom meetings, but our family does not have a device, is there a plan to get devices to families in need?
Unfortunately, at this time, we do not have a way to get more devices out to families. We understand the limits that many of our families are experiencing. Please note, there are several companies offering free internet access during this time of need. Information is available on the COVID-19 website (www.cpsk12.org/COVID19) and your building principal can assist.

The following is a list of things that your child’s teacher will not be asking of you, or your child, at this time:

<table>
<thead>
<tr>
<th>Things teachers will NOT be doing at this time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expecting parents to turn in completed work. Teachers will be checking in regularly to ensure students and families are able to complete the packet.</td>
</tr>
<tr>
<td>Creating a schedule that must be followed at home.</td>
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<tr>
<td>Requiring zoom meetings. Teachers may hold these, but students will not be required to attend.</td>
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<tr>
<td>Grading.</td>
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</tbody>
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My family needs access to food beyond the Grab-and-Go. How do I get help?
Refer to the COVID-19 website at www.cpsk12.org/COVID19 for a list of available resources.

My child appears anxious and/or depressed. If my family needs mental health support, how do I get help?
A list of counseling resources is available on the CPS COVID-19 website. Families can also access the counseling resource guide directly here: https://www.cpsschoolcounseling.com/covid-19.html.
Middle School Education
Alternative Learning Frequently Asked Questions

When do you expect our students will return to school?
Columbia Public Schools (CPS) is a member of the community’s incident command structure. The school district will continue to follow local and state directives and restrictions. We will keep families updated as pertinent information on this topic becomes available.

What about middle school courses for high school credit?
These courses will use the same plan as high school. These courses will be treated the same way high school courses are treated.

Since my child’s courses were not completed, will they be at a disadvantage in next year’s courses?
CPS will design the 2020-2021 curriculum to reflect the changes to the spring 2020 courses. No student should be at a disadvantage due to lost content.

How will a mark of P be determined?
A “P” will equate to 60% or higher on the March 10, 2020, IPR. If there is evidence between the March 10 IPR reporting and March 13 that a student’s grade would have risen above or fallen below 60%, the teacher can make the determination. If a student’s grade has risen above 60% after the closure through March 31, the grade determination would be P.

For students whose grade is not a P before March 31, the remainder of the semester will be used to help the student reach a P. This can be done through the completion of work not handed in, if allowable by the teacher’s retake policies, engaging in reteaching and review, and showing mastery of the concepts presented and assessed prior to the March 10 IPR. These assessments can be determined by the teacher and could include, but not be limited to online quizzes and tests, oral quizzes and tests, writings, or other evidence of learning.

The elimination of letter grades concerns me. How do we justify this?
The attainment of grades at the middle school level is only for reporting purposes. There is no binding information tied to a middle student's grades or GPA. While that reporting is important, the abrupt change to the education system in CPS, our state, and our nation due to the Coronavirus Pandemic has created a situation that make equitable opportunities for reporting those grades not possible.

What if my child is enrolled in an online course?
The middle school plan applies to online courses and the same rules apply. The extended learning for online courses includes continuing learning and completing the course. The online teacher will communicate the expectations for the student that would equate to the March 10 cutoff date.

What about honor roll?
There will be no 3rd or 4th quarter honor rolls at the middle school level for the 2019-2020
What happens when we return to school?
If we are able to return to school before the end of the school year, the current grading plan will remain in place. We will adjust the instructional plan to align with the regular school day.

What can I expect from School/Teacher communication with my child?
For all courses, teachers will have one day a week to instruct. The daily assigned content areas are:

- **Monday**: Math, Fine Arts, and English Learners
- **Tuesday**: Language Arts, PE/Health, Gifted & AVID
- **Wednesday**: Science, Practical Arts, Career Center, and Special Education District Classrooms
- **Thursday**: Social Studies, World Languages, & Special Education Non-Core Content Areas
- **Friday**: Fun Day Club Day (A time when clubs, athletics, and activities can checkin; this is not required!)

On the assigned days, you can expect to have communications about the course content and expectations. Zoom meetings, Google Hangouts, etc. might be used for real-time instruction and connection. On “off” days for any given course, teachers can have individualized communication with students and families. Teachers will also hold daily office hours for student support.

What about students who don’t engage in the course after they get a designation of P?
It is expected and highly encouraged for all middle school students to remain engaged with their courses through the end of the school year. We want teachers to maintain connections with students and facilitate connections among students. While it is our expectation and encouragement for students to remain engaged, there is no punitive action for those who choose not to.

If my family needs access to food beyond the Grab and Go, how do I get help?

My child appears anxious and/or depressed. If my family needs mental health support, how do I get help?
A list of counseling resources is available on the CPS COVID-19 website. Families can also access the counseling resource guide directly here: [https://www.cpsschoolcounseling.com/covid-19.html](https://www.cpsschoolcounseling.com/covid-19.html).

What else can I do to support my child’s learning during this time?
There are online resources for families for enrichment activities offered on the CPS COVID-19 website: [www.cpsk12.org/COVID-19](http://www.cpsk12.org/COVID-19).
High School Education
Alternative Learning Frequently Asked Questions
When do you expect our students will return to school?
Columbia Public Schools (CPS) is a member of the community’s incident command structure. The school district will continue to follow local and state directives and restrictions. We will keep families updated as pertinent information on this topic becomes available.
What if a student would like to drop a course for no penalty?
This plan eliminates the need for students to drop courses. If a student were to choose to leave a mark as NC, the result would be the same as dropping with no penalty.
What about middle school courses for high school credit?
This plan applies to high school level courses at the middle school.
Since my child’s courses were not completed, will they be at a disadvantage in next year’s courses?
CPS will design the 2020-2021 curriculum to reflect the changes to the spring 2020 courses. No student should be at a disadvantage due to lost content.
How will a mark of P be determined?
A “P” will equate to 60% or higher on the March 10, 2020, IPR.
If there is evidence between the March 10 IPR reporting and March 13 that a student’s grade would have raised above or fallen below 60%, the teacher can make the determination. If a student’s grade has risen above 60% after the closure through March 31, the grade determination would be P.
For students whose grade is not a P before March 31, the remainder of the semester will be used to help the student reach a P. This can be done through the completion of work not handed in, if allowable by the teacher’s retake policies, engaging in reteaching and review, and showing mastery of the concepts presented and assessed prior to the March 10 IPR. These assessments can be determined by the teacher and could include, but not be limited to online quizzes and tests, oral quizzes and tests, writings, or other evidence of learning.
What about PLATO Credit Recovery Courses?
Students can access PLATO from home and must complete 50% of the content with 60% or greater mastery in order to earn credit. The student’s PLATO teacher or another school official will be in contact with them to facilitate course completion.
The elimination of letter grades concerns me. How do we justify this for our students and won’t this put them at a disadvantage in competition for college admissions, etc.?
We understand the attainment of grades and the opportunity to maintain or improve cumulative GPA is important for many reasons, not the least of which are the implications for higher education admission, scholarships, honors, and awards. The abrupt change to the education system in Columbia Public Schools, our state, and our nation due to the Coronavirus Pandemic has created a situation in which equitable opportunities for the improvement or advancement of a GPA is not possible. It is clear that institutions at every level across the
country are making similar decisions regarding the elimination of grade reporting. CPS high school students will be on a level playing field moving forward. The NCAA, Ivy League colleges and universities, the University of Missouri, and hundreds of other institutions are among those who have stated they will be monitoring and adjusting requirements in response to the COVID-19 crisis.

What if my child is enrolled in an online course?
The high school plan applies to online courses and the same rules apply. The extended learning for online courses will be to continue in and potentially complete the course. The online teacher will communicate the expectations for the student that would equate to the March 10 cutoff date.

What is the expectation for course engagement after the student has a P in any course?
Some students will gain credit for the course and determine they will no longer engage. Some will continue to engage. It is our expectation and encouragement that students remain engaged with their teachers and school until the end of the semester, but there is no punitive action for those who choose not to.

What happens when we return to school?
If we are able to return to school before the end of the school year, the current grading plan will remain in place. We will adjust the instructional plan to align with the regular school day.

What can I expect from School/Teacher communication with my child?
For all courses, teachers will have one day a week to instruct. The daily assigned content areas are:

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- Friday: Fun Day Club Day (A time when clubs, athletics, and activities can checkin; this is not required!)

On the assigned days, you can expect to have communications to students and maybe families about the course content and expectations. Zoom meetings, Google Hangouts, etc. might be used for real-time instruction and connection. On “off” days for any given course, teachers can have individualized communication with students and families. Teachers will also hold daily office hours for student support.

If my student ends the semester and has an NC in a course, will there be a credit recovery opportunity in Summer School 2020?
While it is our intention to offer credit recovery during the summer of 2020, the method of course delivery and the schedule has not been determined.

If my family needs access to food beyond the Grab and Go, how do I get help?
A list of resources is available on the CPS COVID-19 website: www.cpsk12.org/COVID-19.

If my child appears anxious and/or depressed. If my family needs mental health support, how do I get help?
A list of counseling resources is available on the CPS COVID-19 website. Families can also access the counseling resource guide directly here: